

Approved by the Board of Trustees on April 13th, 2021

Art Gallery Policy

The Johnson Public Library provides programming and cultural opportunities to the residents of Hackensack. As part of this mission, Johnson Public Library promotes local and regional artists through its art exhibits and exhibition spaces.

Artists interested in exhibiting artwork at the Library must apply by submitting a portfolio consisting of photographs of their artwork, which can be done digitally or in print. Library staff is responsible for the selection of artists and scheduling of exhibits.

APPLICATION TO REQUEST AN ART EXHIBIT:

1. An artist must bring in photos of the artwork, or submit it digitally, for the staff to see and evaluate. Artists should be sure that all works and files are labeled with name, address, and telephone number.
2. The application form must be submitted along with the artwork. The form is available at the Reference desk and on the library website
3. Library staff will notify the artist(s) of exhibit approval, date, and installation information.
4. Exhibitors must be 18 years of age or older, except for special group shows. Hackensack area artists will receive first priority.
5. In addition to individuals, local art associations and other bona fide art groups may apply for exhibit space. Well-established groups may ask for annual exhibits and these will be granted if space is available.
6. The Library reserves the right to determine exhibit space availability.
7. The Library also reserves the right to reschedule an exhibit in the event of a specific library event or exhibit, although this would be a rare occurrence.
8. The Library is unable to insure individual or group exhibits. The Library will ask each individual or group to sign a statement that states that they recognize and acknowledge this fact. Artists may choose to provide their own insurance coverage.

INSTALLATION:

1. Each exhibitor is responsible for hanging their own show. Exhibitors must furnish all supplies necessary for hanging their work. Library staff will assist whenever possible and appropriate. The use of nails or tape on any wall is strictly prohibited. The cost of repair for any damage to the walls incurred during hanging will be the responsibility of the artist.
2. It is strongly recommended that the artist bring an assistant to help with the installation.
3. Artists must schedule installation with library staff and adhere to installation and removal times.
4. Each exhibitor is to provide a price list with title, artist, and short biographical or information sheet to be available in the exhibit. Each piece of art should be labeled with a title and the name of the artist. Labels should be affixed to the back of the frame to hang below the painting

frame. Labels may not be affixed to the wall. No prices should be displayed other than on the described sheet.

5. The Library reserves the right to eliminate any work. The Library is an inclusive, family friendly public space. The library reserves the right to cancel a show if too few works are brought in, or to eliminate works if the exhibitor has brought too many. Work hanging in galleries does not represent the opinion of the Johnson Public Library, Staff, or Board of Trustees.

PROMOTION:

A listing of all exhibits is provided to the news media and to local art critics. Information will be included in the Library's printed monthly and online calendars. In addition, the art/artists will be included in the Programs/Events area of the Johnson Public Library's website and social media accounts. Artists grant permission to have their shows promoted and works shared online and via social media.

DONATION:

A **minimum donation of 10%** of any sales is **required** to help defray the costs of opening receptions and maintenance of the gallery space.

JPL Art Exhibit Application

Artist/Group name _____

If a group, main contact person's name _____

Phone number _____

Mailing address _____

E-mail address _____

Preferred method of contact? Phone Email

Style/medium of art _____

Approximate number of pieces _____

Approximate average size _____

Preferred date(s) _____

Preferred length of show one month two months other _____

Anything else you'd like us to know?

I have read and agree to the Art Gallery Policy _____
Signature Date

I understand that Johnson Public Library cannot insure individual or group exhibits and will be held harmless of any damage incurred while art is on library premises (groups and individuals are welcome to provide their own insurance coverage if they wish).

Signature Date

